Emergency Contacts

First Aid

For first aid, employees should dial 9-1-1. First Aid boxes are located in designated areas.

Police or Ambulance Services

Employees should dial 9-1-1 to request police assistance or ambulance service.

Bomb Threats

Employees should dial 9-1-1 and evacuate the building according to police instructions.

Fire

- To report a fire, employees should call 911.
- Fire extinguishers are located throughout the buildings and are inspected regularly.
- The Fire Code Official of the City of Salem will conduct annual fire safety checks of the building(s).
- The Fire Code Official of the City of Salem will conduct semi-annual fire drills.
- Emergency escape routes will be established and posted in the building(s).

Employees will be kept informed as safety procedures are established or modified.



County of Salem Safety Committee-Contact:

Safety Coordinator Office of Emergency Services 135 Cemetery Rd. Woodstown, NJ 08098

v. (856) 769-2900 f. (856) 769-4229



County Safety Policy and Guidelines





County of Salem Safety Policy

The health and safety of all employees is a major concern of the County. The County's Safety Manual is incorporated by reference into the Personnel Policies Manual in its entirety.

For the protection and welfare of employees, the County will insure its operations are in accordance with the safety provisions defined by the following:

- PEOSHA (Public Employees Occupational Safety & Health Act)
- Fire Prevention Bureau
- New Jersey Department of Labor

It is essential that County employees perform their duties in a safe manner for the protection and welfare of all employees and the public.

Safety equipment issued to employees must be worn and/or used on the job. Failure to do so will result in disciplinary action for any employee and his or her supervisor. Specific safety rules for County employees may be developed by the Department Heads.

Some of the best safety improvement ideas come from

employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the Department Head and/or bring them to the attention of the Director of Human Resources. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. The County prohibits reprisals against any employee who reports a safety concern or violation.

Report of Unsafe Conditions

Each employee is expected to obev safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe conditions to their Department Head. Employees who notify their Department Head of an unsafe condition or safety hazard pursuant to this policy must complete a Report of Unsafe Conditions form to document the unsafe condition or safety hazard. Report of Unsafe Conditions forms must be completed immediately. Employees may obtain Report of Unsafe Conditions forms from the Human Resources Office. Employees who

violate safety standards and who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

Incident/Accident/Illness Reporting and Investigation Policy

In the case of accidents that result in injury, regardless of how minor the injury may appear, employees should immediately notify their Department Head and complete Part 1 of the Incident/Accident/Illness Reporting and Investigation Policy Form. See Workers' Compensation Policy for additional details. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

No County employee shall carry or keep any firearm or any other weapon on or about his or her person while on duty unless carrying or keeping such weapon is a specific requirement of that employees job responsibility.